Institutional Research Data Request Form

Please provide the following information. All data requests will be prioritized based upon purpose of the request, the date needed, the difficulty level, and overall Institutional Research workload. If you have questions or need assistance completing this form, contact Kim Puhala at extension 1727. Please allow a one-week turnaround time for routine data requests. More complicated data requests may take longer than one week.

Name:_____ Date:_____

Purpose: _____
(Ex: Grant submission, program review, Senate, outside presentation, planning, budget, etc.)

Date Needed:_____

1) What are the goals of this project?

2) What is the data question that you are trying to answer?

3) What will be done with the data?

4) Do you want to use existing data or are you collecting new data (i.e., survey)?

5) What sample do you want to study? (Ex- certain academic terms, all students enrolled, all students passing first year seminar, etc.)

6) Other information: